

## **Discussion of Development of CAEP Protocol**

### **February 2014**

#### **Overview**

This agenda item presents some preliminary staff thoughts about what aspects of the state protocol for the Council for the Accreditation of Educator Preparation (CAEP) would need updating and seeks COA comment and input.

#### **Background**

The Commission and the National Council for the Accreditation of Teacher Education (NCATE) have long had a state partnership agreement and protocol that allows those institutions in California to host joint accreditation visits. These visits allow the institution the opportunity to provide information to both the state and national accrediting team at one time. Although there are different process and possible outcomes for each, this joint visit structure has proved to be quite successful.

As NCATE has now become a new entity, the Council for the Accreditation of Educator Preparation (CAEP) and, as the current NCATE/CTC protocol expires at the end of the year, there is a need to revisit and adopt a new protocol agreement.

Several items impact the contents of future protocols:

- 1) Agreement will be with an entirely new entity – CAEP.
- 2) The understanding that there are multiple pathways for accreditation – Continuous Improvement and Transformation Initiative. Each may have distinct considerations within the protocol.
- 3) The implementation of Offsite visits in addition to On Site Visits as a part of the review cycle for CAEP.
- 4) The adoption of new standards. Previous NCATE standards were closely aligned with the CTC standards, which allowed the NCATE standards to stand in lieu of the CTC standards. The new CAEP standards differ in significant ways from the CTC standards.

The current NCATE/CTC protocol is included in this item as Appendix A. In the first column are NCATE's terms of operating in California. In the second column is the Commission's terms of operating with NCATE. This document has been modified for this meeting with a third column which provides Commission staff's preliminary thoughts about how this aspect of the protocol would need adjusting for future protocol agreements.

#### **Next Steps**

This document is provided for COA discussion. After the discussion, Commission staff will draft preliminary language and present it to the COA at a future meeting for consideration. A new protocol should be adopted and in place for January 1, 2015.

**NCATE/California Partnership Protocol  
for  
NCATE and State Reviews**

**Team Composition:**  
Joint and Concurrent

**Program Review:**  
State-Based

**Effective:**  
Jan. 2008 – Dec. 2014

**Original Partnership Agreement Date:** 1989

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Category	NCATE Requirements	State Requirements	Preliminary Staff Considerations about Changes that might be needed
<b>I. Standards</b>			
<b>A. Unit Standards</b>	<p><b>NCATE unit standards apply to the professional education unit.</b></p> <p><b>Specific State criteria, as determined by the State Agency, and institutional criteria as determined by the institution or higher education commission, may also be applied to units and/or programs being reviewed by NCATE and the State.</b></p>	<p>The California Commission on Teacher Credentialing (CTC) <i>Common Standards</i> (<a href="http://www.ctc.ca.gov/educator-prep/standards/CommonStandardsTeacherPrep.pdf">http://www.ctc.ca.gov/educator-prep/standards/CommonStandardsTeacherPrep.pdf</a>) apply to the unit seeking accreditation.</p> <p>Units have the option to utilize the NCATE unit standards in lieu of the California Common Standards, provided that areas not addressed in NCATE standards are addressed as a part of the NCATE Standards response. (See Attachment – NCATE/CTC</p>	<p>This is expected to stay as is, however, the extent to which the CAEP standards may stand in lieu is dependent on alignment between the CAEP standards and the Commission standards.</p>

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		Standards Comparison – 03/01)	
<b>B. State Program Standards</b>	<b>NCATE defers to the State’s review of the unit’s programs.</b>	<p>The Committee on Accreditation (COA) does not require units to submit NCATE program review documents. Units are required to submit documentation for the Program Assessment in the fourth year of the accreditation cycle for all approved programs.</p> <p>California Program Standards (<a href="http://www.ctc.ca.gov/educator-prep/STDS-prep-program.html">http://www.ctc.ca.gov/educator-prep/STDS-prep-program.html</a>) (or one of the approved Program Standards options described in Section 3 of the <i>Accreditation Framework</i>- <a href="http://www.ctc.ca.gov/educator-prep/PDF/accreditation_framework.pdf">http://www.ctc.ca.gov/educator-prep/PDF/accreditation_framework.pdf</a> will be utilized for each credential program area.</p>	This part of the protocol is not expected to need changing.
<b>II. Team</b>			
<b>A. Team Composition: Joint State/ NCATE</b>	<p><b>NCATE and State team members work together, sharing equal roles and responsibilities in all functions of the review.</b></p> <p><b>The NCATE team is selected from NCATE’s Board of Examiners (BOE). The team includes</b></p>	<p>The State team is selected by the CTC from the Board of Institutional Reviewers (BIR). The team includes faculty of higher education, teachers, and other school personnel.</p> <p>The site visit team will be the NCATE/COA Joint Common Standards</p>	This part of the protocol is not expected to need changing.

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	representatives from organizations of teacher educators, teachers, education specialists and/or policy makers. Non-voting members of the team include the State Consultant (usually the NCATE State Partnership Contact, or his/her designee), and a representative of the state affiliate of NEA and/or AFT. Team assignments are systematically made to ensure that conflicts of interest are avoided.	Cluster. If the Program Assessment has identified any programs that will be reviewed during the site visit, additional team members will be assigned to focus on the identified program(s).  Team assignments are systematically made to ensure that conflicts of interest are avoided.	
<b>B. Training Expectations: Joint</b>	NCATE team members must participate in the NCATE-sponsored BOE training.  State team members must be trained by NCATE staff or an NCATE authorized trainee.	State team members will participate in an intensive four-day training program that focuses on team skills, interview techniques, accreditation procedures and the consistent application of standards. The Committee on Accreditation (COA) assures that the substance of the training is appropriate for new and returning team members and cluster leaders. A special orientation to conducting joint visits will be provided to all team members at the first team meeting during the visit. In addition, the team is provided information on the structure and procedures of the joint visit in communications prior to arriving at the visit.	This aspect needs updating to reflect current BIR Training. Training is no longer “four days” but rather a combination of on line training with 2 days face to face training.
<b>C.</b>	<b>For first, continuing, and probation</b>	For initial and continuing visits, a two to	This part of the protocol is not expected

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<b>Team Size: Joint</b>	<p>visits, the BOE team will include 3-6 members depending on several factors, including the number of candidates, faculty, and the unit's programs. Additional team members may be added to visit off-campus sites.</p> <p>For focused visits, the team will include 2-3 BOE members of which one will be a state team member.</p>	<p>five-member state team is appointed by the CTC. The joint team, which is known in CA as the Common Standards Cluster, will consist of 3-6 BOE members and 1-2 state team members. The remaining state team members, if any, will be assigned to credential programs to review any credential programs identified by the Program Assessment that takes place two years prior to the site visit. (In the event of multi-site delivery systems or a particularly large number of programs, the state team size may be enhanced.)</p> <p>For probationary and focused visits, one to two state team members will be appointed to the team to review the unit standards. Additional state team members may be added to review programs, as appropriate.</p>	to need significant changes.
<b>D. Chair Responsibilities: Joint</b>	<p>The NCATE chairperson and the state chairperson serve as co-chairs. They are jointly responsible for planning and conducting the visit.</p> <p>The co-chairs conduct a previsit approximately 60 days before the visit to plan interviews and finalize the</p>	<p>In addition to the joint responsibilities described, the state chairperson is responsible for facilitating the work of the state program team members and coordinating the preparation of the State Team Report.</p>	<p>This part of the protocol is not expected to need changing.</p> <p>However, it may need to be updated to reflect the inclusion of the CTC team lead in the offsite visit. Scheduling these off site visits have routinely taken place without consideration of the CTC</p>

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	<p>logistics for the visit. The state consultant and state team chair should participate in the previsit.</p> <p>The co-chairs assign roles and responsibilities to BOE and state team members.</p>		<p>team lead schedule. There needs to be explicit language that the CTC team lead plays an important role in these visits.</p>
<b>E. Consultants /Other Participants</b>	<p>NCATE invites the state education agencies to appoint a “state consultant” to advise the team on State requirements, nomenclature, and special circumstances. The State Consultant’s expenses are covered by the respective agency. The State Consultant facilitates an orientation to the State Partnership at a team meeting prior to the review activities. The consultant is usually the state partnership contact, but may be his/her designee, and is a non-voting member of the BOE team. The state consultant may serve as a voting member of the state team, if so designated by the state.</p>	<p>The administrator of accreditation (or designee) will collaborate with NCATE in establishing a schedule for each joint visit. The consultant will provide a planning visit approximately one year before the scheduled visit, review the Preliminary Report, review drafts of the Institutional Self-Study Report, and consult with the unit in planning for the visit and preparing the interview schedule. The consultant is responsible for providing a state team of appropriate size and configuration in consultation with the unit. The consultant is also responsible for assigning members of the team to serve as state co-chair and cluster leaders. The consultant provides support for the team during the three- or four-day visit, including team report development. The consultant also prepares the final team report for presentation to the COA.</p>	<p>This part of the protocol is not expected to need significant changes.</p>

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		The state may assign additional staff consultants to assist the team during the visit. All expenses of these consultants are covered by the CTC.	
<b>F. NEA/AFT Represent- atives</b>	<p><b>NCATE invites the state affiliates of the NEA and AFT to appoint observers for the on-site visit. The participants' respective agencies are responsible for their travel and maintenance expenses.</b></p> <p><b>These observers can assist the BOE team with the collection of data, interviews, and the editing of the team report. However, they should not be given a primary writing assignment. Observers are non-voting members of the BOE team.</b></p>		Language may be included that ensures that these individuals are not from institutions in close vicinity of or "competitors" with the institution under review.
<b>G. Decision- making</b>	<b>Decisions are usually made through consensus-driving discussions as to whether standards are met. When consensus cannot be reached, a vote may be taken.</b>	The joint team (Common Standards Cluster) makes decisions about all state standards at the unit level and confirms the preliminary findings regarding programs that were developed through the Program Assessment Process. If necessary, a focused site visit may be scheduled to further investigate a specific program. The joint team makes an unit accreditation recommendation to	No significant changes are expected to be needed to this section.

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		the COA.	
<b>H. Writing the Report: Joint</b>	<p><b>All joint Common Core Cluster Team Members write sections of the BOE report as assigned by the co-chairs. The BOE report includes the BOE team's responses to the unit standards at both the initial teacher preparation and advanced levels as appropriate. If the State or institution has additional requirements, the report should have the BOE team's responses to the State/Institution requirements attached as a Report Addendum. The final report is compiled by the BOE chair.</b></p> <p><b>The draft of the BOE report should be completed by the end of the on-site visit.</b></p> <p><b>The BOE draft report should be sent to NCATE and the team members for editing, and to the unit for correction of factual errors.</b></p> <p><b>The BOE team chair e-mails one copy of the final report to the NCATE office and a copy to each member of the NCATE team within 30 days</b></p>	<p>The Accreditation Handbook (<a href="http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf">http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf</a>) describes the requirements for the State Team Report. The NCATE/CTC Standards Comparison (03/01) will be used as the basis for the State Team Report.</p> <p>The Common Standards Cluster Report (written to the NCATE unit standards) is included as part of the total State Team Report to the COA. At the end of the visit, the state consultant must have a DRAFT of written report including the NCATE Standard recommendations and the preliminary AFIs.</p> <p>Within two weeks of the visit, the state consultant and the California Co-Chair must receive an updated electronic copy of the <i>DRAFT</i> NCATE report.</p> <p>The State Team Report includes findings on all program standards and statements of strength and/or concern. These reports are included as part of the total team report to the COA. The COA</p>	<p>Clarification that the Commission needs an electronic version of the NCATE report at the end of the visit.</p> <p>Clarification that the CAEP portion will be included in the CTC report and be provided to the institution at the end of the visit.</p> <p>To the extent possible, the most final version of the CAEP report should be included in the final version of the CTC report.</p> <p>The change in CAEP report procedures has a significant impact on the Commission. Currently, the on site visit report includes only those portions that were not addressed by the off site visit report. This makes the final report somewhat difficult to understand if one is not privy to the onsite report. CTC teams have had to compensate and try and merge the two documents.</p> <p>Staff will investigate how this can be a smoother process in the future and include guidance in the protocol.</p>



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	following the visit.	will make its decision based upon the total team report and team accreditation recommendation.  The COA team leader and the state consultant will be responsible for the preparation of the final report for the COA. The California report is public once it is posted on the COA's agenda.	
<b>I. Evaluations</b>	<b>Following the on-site visit, the performance of BOE members is evaluated electronically by the unit, the other national and state BOE members, and state consultants who served on the same visiting team. The evaluations are used by NCATE and the state to determine who should continue BOE service and to identify potential team chairs.</b>	The state team is evaluated by the California Co-chair, the state consultant and the institution. The evaluations are used by CTC to determine who should continue to serve on site visit teams and to identify potential team chairs.	It is not expected that there will be significant changes to this part of the report.
<b>J. Expenses</b>	<b>During the semester of the visit, the unit will pay NCATE a Periodic Evaluation Fee per NCATE BOE team member participating in the on-site visit.</b>	The expenses for the COA team members will be paid by the Commission. The Commission will also pay the expenses for the State consultant staff and any COA/Commission observers.	Language reflecting the current CAEP fee structure will be needed. Language referring to the cost recovery system will need to be added to the CTC column.
<b>III. Preparation</b>			
<b>A. Unit's Intent-</b>	<b>For initial accreditation, at least two years before hosting an on-site visit,</b>		Language should be added that requires the institution to notify the Commission

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to-Seek request	the unit should indicate its interest in seeking accreditation. The request should include the semester and year in which the unit plans to host the on-site review.		of its intent.
B. Preconditions	<p>For first visits, the unit responds to the <a href="#">preconditions</a> found on the NCATE website. The preconditions report must be submitted to the NCATE office at least eighteen months prior to the on-site visit.</p> <p>All accredited units <i>must continue to meet the <a href="#">preconditions</a> for continued NCATE accreditation. Annually, NCATE reviews Title II test data and will request additional information from the unit that no longer meets the required state pass rate.</i></p>	<p>The unit prepares a Preliminary Report one year before the visit, responding to all CTC preconditions and providing other information described in the CTC <i>Accreditation Handbook</i> <a href="http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf">http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf</a>.</p> <p>The preconditions are outlined in the appropriate standards documents as <i>Preconditions for the Approval of Professional Preparation Programs</i>.</p> <p>The Preliminary Report is reviewed and filed by CTC.</p>	The CAEP language will need updating.
C. Program Reports	If the unit voluntarily chooses to submit program reports to NCATE, it must submit them by February 1 or September 15, one year before the continuing visit.	The State's program review is completed two years prior to the scheduled site visit. Preliminary program findings are presented to the COA and the institution a minimum of one year prior to the site visit. The preliminary findings identify if additional team members will be assigned to the site visit team to address	This section should be updated. Program Assessment is not typically completed two years prior, but begun two years prior.

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		any questions or concerns that were still exist.	
<b>D. Institutional Report</b>	<p>The professional education unit is required to write and submit an <u>Institutional Report</u> (IR) that describes the unit's conceptual framework and evidence that demonstrates that the Unit Standards are met. In continuing accreditation visits, the IR also serves as a primary documentation of the unit's growth and development since the last accreditation visit.</p> <p>The unit sends an electronic and paper copy of the IR and links to undergraduate and graduate (if applicable) catalogs to each NCATE BOE team member, State consultant, and NEA/AFT observers. An electronic copy of the Institutional Report is sent to NCATE.</p>	<p>The unit prepares a Self-Study Report in response to the NCATE unit standards, as described in the <i>CTC Accreditation Handbook</i> (<a href="http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf">http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf</a>). And the CCTC/NCATE Standards. Comparison – 3/01.</p> <p>The report also provides a response to the CTC Program Standards or one of the approved options for each credential area. The unit sends one copy of the Institutional Report to each team member (BOE and state) and two copies to the CTC. At its option, the unit may sub-divide the report and send responses to program standards to specifically assigned state team members.</p>	<p>Language needs to be added noting where the CTC standards are not included in the CAEP standards, the unit must prepare an addendum.</p> <p>Language should be added that address the Offsite Visit Report and the OnSite Visit Report.</p>
<b>E. Dates of On-Site Visit</b>	<p>NCATE requests the unit to submit its preferred visit date to NCATE at least 1 year prior to the on-site visit. The unit must have the date approved by the CCTC prior to submitting its request to NCATE.</p>	<p>The specific dates of joint COA/NCATE visits are negotiated between the CTC, NCATE and the unit. The unit notifies NCATE of the agreed-upon dates at least one (1) year ahead of the visit.</p>	<p>No change is expected to this section except to reflect the updated timeframe for CAEP activities.</p> <p>Length of visits need to be updated as well and reflect the different timeframes</p>

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	<p>The CTC must consult with NCATE regarding any delays requested by institutions.</p> <p>First, continuing, and probationary visits are scheduled from Saturday through Wednesday excepting special circumstances. Focused visits are scheduled Sunday through Tuesday.</p>		
<b>F. Previsit</b>	<p>The <a href="#">previsit</a> should be scheduled about 60 days before the on-site visit. See the <i>NCATE Handbook for Accreditation Visits</i> for further details.</p> <p>The team co-chairs, the head of the unit, and the NCATE coordinator should be present.</p>	<p>A state consultant is assigned approximately 2 years before the visit to assist the unit in preparing for the visit.</p> <p>A planning visit is scheduled at least one year in advance by the state consultant. Final dates are set and the visit schedule is discussed. Standards to be used, as well as team make up and configuration are clarified.</p> <p>A previsit is scheduled within 60-days of the visit by the NCATE co-chair, the COA co-chair, and the state consultant. Plans are finalized for the accreditation visit.</p> <p>At the previsit, the state consultant will provide a specialized orientation to the</p>	It is not expected that there needs to be changes to this section.

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		merged site visit process.	
<b>G. 3<sup>rd</sup> Party Testimony</b>	<p>Six months before the on-site review, the unit must publish a “Call for Comment” inviting 3<sup>rd</sup> party testimony related to the upcoming NCATE visit to be sent to NCATE. (This provision does not apply to focused visits)</p> <p>Two to three months before the on-site review, NCATE sends copies of any third-party testimony to the team co-chairs and the unit for comment.</p>		It is not expected that there needs to be changes to this section.
<b>IV. On-Site Review</b>			
<b>A. Orientation to State Process/ Protocol</b>	The state consultant (or his/her designee) will facilitate an orientation to the state process and Protocol at one of the team meetings early in the visit.		It is not expected that there needs to be changes to this section.
<b>B. Conducting the On-Site Review (for first, continuing and probationary visits)</b>	The <a href="#">NCATE template for on-site visits</a> guides the conduct of the visit as outlined in the <i>NCATE Handbook for Accreditation Visits</i> which can be found on the NCATE website.	All regular site visits are scheduled to begin on Saturday afternoon for the Common Standards Cluster (BOE members and State team members) and visit co-chairs. The remainder of the team will join the visit on Sunday afternoon. The accreditation visit is to be completed by Wednesday afternoon.	<p>Less prescriptive language is needed in the CTC section, however, it is in need of being updated.</p> <p>Language might be considered for the two pathways of CAEP – Continuous Improvement and Transformation Initiative.</p>

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		<p>The visit schedule will include opportunities for the BOE/COA team to have total team meetings. The interview schedule will provide an opportunity for all team members to obtain interview data from the appropriate sources. If specified program team members are scheduled for the visit, the members will primarily conduct interviews related to the program areas. The unit will prepare exhibits and files for use by the team.</p> <p>The <i>CTC Accreditation Handbook</i> (<a href="http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf">http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf</a>) contains the procedures to be followed in an accreditation visit.</p>	Language may be needed about joint development of interview schedule.
<b>C. Evidence/ Exhibit Room</b>	<b>Electronic exhibit rooms are encouraged. Access NCATE's <a href="#">electronic exhibit room guidelines</a>.</b>	The <i>CTC Accreditation Handbook</i> ( <a href="http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf">http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf</a> ) provides information about the document/exhibit room.	Updated language about electronic exhibits and documents is needed.
<b>D. BOE Report</b>	<b>The BOE report includes the BOE team's responses to the unit standards at both the initial teacher preparation and advanced levels as appropriate. If the state/institution has additional requirements, the report should have the BOE team's responses to the state</b>	The state team chair, the NCATE chair, team members, and the state consultant will meet with administrators and faculty members of the institution and will present a written copy of the draft report, including findings on standards and an accreditation status	No change is required to this section except to update the CAEP section to reflect electronic copies are needed rather than hard copies of the report.

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	<p>requirements attached as a state Addendum. The final report is compiled by the BOE chair.</p> <p>The BOE team chair e-mails one copy of the final <a href="#">BOE Report</a> to the NCATE office and a copy to each member of the NCATE team.</p>	<p>recommendation in an open meeting at the end of the visit.</p> <p>At the end of the final meeting with the unit, the accreditation team report is finalized by the team co-chairs and the state consultant. The final accreditation report, with recommendations, is placed on the COA agenda within 60-working days of the visit.</p>	
<b>E. Exit Conference</b>	<b>An exit conference is conducted before the team departs Wednesday. It is conducted by the co-chairs and state consultants. The unit is represented by the unit head and coordinator of the NCATE review; the president and/or provost may also attend.</b>	At the end of the site visit, the State team conducts a meeting with the dean and invited faculty and/or staff and presents a report including its findings and the accreditation recommendation for the unit. At this time, the Common Standards/NCATE portion of the report will contain the recommended findings on all NCATE standards and preliminary AFIs in addition to the program reports.	No change is necessary for this section except updating the timeframe for the visit.
<b>V. After the On-Site Review</b>			
<b>A. BOE report sent from NCATE</b>	<b>NCATE sends one copy of the report to the institution president, one copy to the unit head and a copy to the CCTC.</b>		No change is necessary for this section.
<b>B.</b>	<b>The unit submits to NCATE and the</b>	On the next-to-last day of the visit, a	No change is necessary to this section –

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<b>Rejoinder</b>	state an electronic copy, of its rejoinder to the BOE report within 30 days after receipt of the BOE Report.	mid-visit status report is held with the team co-chairs, institutional leadership and state consultant. At that time, the team indicates, in writing, any areas in which additional information is needed for areas in which the standards may be in question. The unit has until the end of that day to provide additional information to the team. No other rejoinder is available.	although some of the CTC information in this section may belong in other sections.
<b>C. Accreditation &amp; Approval</b>	<p><b>NCATE's Unit Accreditation Board (UAB) is responsible for determining the accreditation status of professional education units, during meetings twice a year. Accreditation decisions are rendered at the UAB meeting in the semester that follows the BOE review.</b></p> <p>NCATE provides written notice of all accreditation decisions to the U.S. Department of Education, the appropriate state licensing or authorizing agency, all <a href="#">institutional accrediting agencies recognized by the U.S. Department of Education and the Council for Higher Education Accreditation</a>, and the public (via the NCATE website)</p>	The COA will determine the accreditation status at the COA meeting within sixty working days of the site visit. Such action will be taken independent of later anticipated action of the NCATE/UAB decision. A copy of the above action will be provided to NCATE.	No change will be necessary to the content of this section. Changes will be needed to reflect the new agencies/boards under CAEP.



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	<p>More information about reporting accreditation decisions may be found in <a href="#">NCATE's Policies on Dissemination of Information</a>. Definitions of NCATE accreditation decisions can also be found on NCATE's website or in the Handbook for Accreditation Visits.</p>		
<b>D. Final Action Report</b>	<p>Within 30 days after NCATE's Unit Accreditation Board takes action on the accreditation of the unit, NCATE sends the chief executive officer and head of the professional education unit a letter that indicates the official action.</p>	<p>The unit is to be informed of COA action regarding its accreditation status within 10-working days following such action.</p>	<p>No change is necessary except updating the current CAEP process.</p>
<b>E. Appeal Procedure</b>	<p>Units may appeal any of the following Unit Accreditation Board decisions: Provisional Accreditation, Accreditation with Conditions, Revocation of Accreditation, and Probation. See NCATE's website for specific policies and procedures related to the <a href="#">appeals process</a>.</p>	<p>Within 20-days after the visit, the unit may submit evidence to the COA that the team demonstrated bias or acted arbitrarily or contrary to the policies of the <i>Accreditation Framework</i> <a href="http://www.ctc.ca.gov/educator-prep/PDF/accreditation_framework.pdf">http://www.ctc.ca.gov/educator-prep/PDF/accreditation_framework.pdf</a> or procedural guidelines of the COA.</p> <p>The COA may make a different decision than that recommended by the team. If this should happen, the team chair may file a dissent with the Commission. The</p>	<p>No change is necessary except to update the current CAEP process.</p>

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		<p>COA may assign a new team to visit the unit. The new team may recommend the same or different accreditation status.</p> <p>A unit has the right to appeal the COA decision to accredit with stipulations or deny accreditation to the Commission if the COA decisions appear to be arbitrary, capricious, or contrary to the policies of the <i>Accreditation Framework</i> <a href="http://www.ctc.ca.gov/educator-prep/PDF/accreditation_framework.pdf">http://www.ctc.ca.gov/educator-prep/PDF/accreditation_framework.pdf</a>.</p>	
<b>VI. On-Going Responsibilities</b>			
<b>A. Protocol Distribution</b>	<b>NCATE will post the State Partnership Protocol on its website; it is also available in hard copy upon request.</b>	The CTC will distribute the Protocol to all units following the creation/renewal of a Partnership or after either party makes revisions.	The Commission will post the agreement on an accessible location on the website.
<b>B. Accreditation Cycle</b>	<p><b>Units that receive accreditation for the first time will be scheduled for their next visit five years from the semester in which their visit occurred.</b></p> <p><b>Units that receive continuing accreditation will be scheduled for their next visit seven years from the semester in which their visit occurred. The seven-year cycle of visits applies</b></p>	<p>Units in the State of California will move to a seven-year cycle after the first continuing accreditation review.</p> <p>State visits will be scheduled to coincide with NCATE visits.</p> <p>The CTC will assign team members to participate in all probationary, conditional, and provisional reviews.</p>	Update the language to reflect the CI and TI visits.

Category	NCATE Requirements	State Requirements	Preliminary Staff Considerations about Changes that might be needed
	<p>only if the state has agreed to a seven-year cycle.</p> <p>Units may host a probationary or focused visit as a result of conditional or provisional accreditation; visits will be within 2 years of the UAB's decision.</p>		
<b>C. Code of Conduct</b>	<p>To assure units and the public that NCATE reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the accreditation system, BOE members, board members, program reviewers, and staff shall follow <a href="#">NCATE's Code of Conduct</a>, in the Handbook for Accreditation Visits and on NCATE's website.</p> <p>Violation of any part of the Code of Conduct could result in the board member's removal from the board.</p>	<p>State team members are expected to follow the Conflict of Interest, Professional Behavior and Ethical Guidelines contained in the <i>CTC Accreditation Handbook</i> <a href="http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf">http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf</a>.</p>	<p>Do we want to include information about how complaints will be handled for team members assigned by CAEP?</p>
<b>D. Annual Reviews</b>			
<b>1. Regional Accreditation</b>	<p>Units must maintain regional accreditation or institutional accreditation by a USDE or CHEA recognized agency in order to</p>	<p>All units and/or program sponsors must be regionally accredited.</p>	<p>This will remain the unchanged.</p>

Category	NCATE Requirements	State Requirements	Preliminary Staff Considerations about Changes that might be needed
	<b>continue NCATE accreditation.</b>		
<b>2. Change in State Status</b>	<p><b>The State will provide to NCATE its policy leading to a “Change in State Status.”</b></p> <p><b>The State will notify NCATE within thirty days of action taken if an NCATE unit has had a Change in State Status.</b></p> <p><b>Notification of an NCATE accredited unit’s Change in State Status by the state will initiate a review by NCATE’s <i>Annual Report and Preconditions Audit Committee</i>.</b></p> <p><b>The NCATE president will notify the unit that the state has informed NCATE of a change in their state status and require the unit to submit a special report within 90 days.</b></p>	<p>The California policies that apply to a “Change in State Status” are described in the <i>CTC Accreditation Handbook</i>, <a href="http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf">http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf</a>.</p> <p>California will notify NCATE of the accreditation decisions made by the Committee on Accreditation for each NCATE accredited unit or NCATE accreditation candidate.</p> <p>California will send a copy of the Accreditation Team Report and appropriate back-up material for each merged visit. Units receiving “Accreditation with Stipulations” or “Withdrawal of Accreditation” will be identified.</p> <p>All California accreditation decisions are published in the Annual Report of the Committee on Accreditation.</p> <p>Each unit receiving “Accreditation with Stipulations” will have an amount of time specified by the Committee on Accreditation action to remove the</p>	<p>This section is expected to remain unchanged.</p>

Category	NCATE Requirements	State Requirements	Preliminary Staff Considerations about Changes that might be needed
		<p>stipulations – either through written documentation, a focused re-visit or both.</p> <p>The conditions under which stipulations are designated and the process for their removal are described in the <i>CTC Accreditation Handbook</i>, <a href="http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf">http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf</a>.</p>	
<b>3. Precondition 7</b>	The unit's programs are approved by the appropriate state agency and the unit's summary pass rate meets or exceeds the required state pass rate.		Further investigation is needed on this topic.
<b>4. Annual Report</b>	<b>Submission of the Annual Report is a requirement for all units that are accredited by NCATE or are candidates or precandidates for NCATE accreditation. <a href="#">Annual Reports</a> are due October 1<sup>st</sup> and must be submitted electronically.</b>	All institutions/program sponsors that prepare educators in California are required to submit Biennial Reports. The Biennial Reports address issues of candidate competence as defined in the appropriate adopted program standards.	This section is expected to remain unchanged.